



King County

**MEDICAL INTERPRETER/TRANSLATOR
PUBLIC HEALTH – SEATTLE & KING COUNTY
Hourly Rate Range \$17.70 – \$22.43
Job Announcement: 04MH4397
OPEN CONTINUOUS**

WHO MAY APPLY: This recruitment is open to the general public.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Employment Services Section, Wells Fargo Center, 999 Third Avenue, Suite 600, Seattle, WA 98104-4039. PLEASE NOTE: Applications** not received at the location specified above may not be processed.

This continuous recruitment is an effort to create a list of competitive candidates to fill interpretation vacancies that may occur throughout the year. Applicants will be evaluated based on their training and experience in the required areas. Candidates who are competitive will be on an employment list that will be valid for one year. You will be notified as to your standing on the list and may be called for an interview when there is a vacancy. Placing your name on the list does not guarantee an interview.

FORMS AND MATERIALS REQUIRED:

1. [King County application and data form](#)
2. Resume and letter of interest detailing your background and describing how you meet or exceed the requirements
3. Completed supplemental questionnaire (follows job announcement)
4. Photocopy of your DSHS **Medical Interpreter** Certificate.

If you have question on how to obtain the DSHS Medical Interpreter Certification/Qualification, please call the State of Washington at 360-664-6038.

WORK LOCATION: Varies, department wide; must be willing to work multiple locations.

WORK SCHEDULE: This position is overtime eligible. The number of work hours or work days per week may vary.

PRIMARY JOB DUTIES INCLUDE: This position will be part of a multi-disciplinary team facilitating health related communication between medical staff, environmental health staff, and patients in clinic, home and environmental health related settings.

1. Assist in facilitating communication between medical staff and patients, including women patients needing pre-natal, post-partum or family planning care.
2. Assist other health department staff working with non-English/limited English speaking patients in filling out a variety of forms for program eligibility, registration and medical history.
3. Translate written materials and prepare written reports.

4. Explain health clinic and environmental health procedures to clients. Instruct clients in health education and explain medical treatment or environmental health regulations to clients that may be required for resolving health problems.
5. Refer patients to social and health service agencies to secure needed services.
6. May be required to assist with taking patient's vital signs.
7. Other duties as assigned.

QUALIFICATIONS: This recruitment is currently open to bi-lingual individuals who are fluent in writing and speaking both English and the language he/she wishes to interpret in. All individuals being considered for permanent positions must have the DSHS State Medical Interpreter Certification/qualification and a valid Washington State Driver's License or the ability to provide transportation to work locations where limited or no public transportation services exist.

DESIRED QUALIFICATIONS: Some experience in a health setting as a medical interpreter/translator preferred. Completion of Bridging the Gap or other formal interpreter/translator training program.

NECESSARY SPECIAL REQUIREMENTS: The selected candidate must pass a thorough background investigation.

UNION MEMBERSHIP: Positions in this classification will be represented by Local 17.

**MEDICAL INTERPRETER/TRANSLATOR
Public Health – Seattle & King County**

SUPPLEMENTAL QUESTIONNAIRE

Name: _____

1) Please check which of the following you are willing and able to work (check all that apply)

<input type="checkbox"/>	Part-time Temporary*	<input type="checkbox"/>	Part-time Permanent
<input type="checkbox"/>	Full-time Temporary*	<input type="checkbox"/>	Full-time Permanent

***Please do not check these selections if you cannot accept temporary work.**

2) Please check the following location(s) that you are able to work (check all that apply)

<input type="checkbox"/>	Downtown Seattle
<input type="checkbox"/>	North Seattle
<input type="checkbox"/>	South Seattle
<input type="checkbox"/>	Bellevue
<input type="checkbox"/>	Bothell
<input type="checkbox"/>	South King County (Renton, Kent, Auburn, Federal Way, White Center)

Signature

Date